

Session 6: Module 10 - Participant Activities - Part 3	
SCRIPT	
Description	Text
1. Introduction	Welcome to M-SPIRIT Session 6, Module 10 , of the M-SPIRIT Required Online Training presented by the Montana Department of Public Health and Human Services WIC Program.
2. Start	Participant Activities Continued...
3. GenOffNotice	Generate Official Notification
4. Gen1	In this module, we are going to review the last few functions in the Participant Activities menu in the Participant Folder.
	The Generate Official Notification option prints a notice stating when the participant's certification is over and for what reason.
	Generate this notice when the last set of WIC benefits for the current certification has been issued.
	When an Official Notification is printed, the system will automatically document it in notes.
5. <ON1>	Let's Generate an Official Notification.
	In this example, Sevana has received all of the benefits for her current certification.
	Click on Participant Activities.
6. <ON2>	Select Generate Official Notification.
7. <ON3>	<no script>
8. <ON4>	You can mail the notice and print an address label, but...
	More commonly, you hand this notice to the participants when you have printed the last set of benefits for the certification.
	Click on OK to print the notice.
9. <ON5>	The Certification Notice is sent to the printer.
10. <ON6>	The Official Notice informs the participant when their certification will be over and the reason for the end of the certification.
	It also lets the participant know how to schedule an appointment and informs the participant of fair hearing information.
	The clinic employee should sign and date the form and hand it to the participant.
	A note will automatically be created in the participant folder.
11. Work	Work with Another Household Member

Session 6: Module 10 - Participant Activities - Part 3	
SCRIPT	
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12. <work>	We can switch between household member's folders using the Work with Another Household Member function.
	We looked at this capability in the CGS and it functions similarly in the Participant Folder.
	Currently, we are working with the Rainbow family and in Sadie's folder. Go ahead and click on the Participant Activities menu.
13. <work1>	Select Work with Another Household Member.
14. <work2>	<no script>
15. <work3>	All household members available in your clinic are listed in this grid.
	Since Nubbins is already selected, let's just click the OK button to open her folder.
16. <work4>	M-SPIRIT briefly returns to the Participant List screen...
17. <work5>	...then opens any user-defined or system-generated alerts.
	Press the Enter key or click the Close button.
18. <work6>	When using this function, the system automatically closes the other folder you were working in.
	Nubbins folder is now open and Sadie's folder has been closed.
	Let's open Sevana's folder the same way.
	Can you get us to the Work with Another Household Member window?
19. <work7>	<no script>
20. <work8>	<no script>
21. <work9>	Well done.
	This time, let's select Sevana from the grid.
22. <work10>	Click OK.
23. <work11>	Again, M-SPIRIT briefly returns to the Participant List screen...
24. <work12>	...and the same household user-defined alert opens.
	Press the Enter key or click the Close button.
25. <work13>	We are going to change our view slightly to include the taskbar....
26. <work14>	Notice that Sadie's and Nubbins' folders are no longer open as indicated by the buttons on the task bar.
	We already discussed using the task bar buttons to change the active display.

Session 6: Module 10 - Participant Activities - Part 3	
SCRIPT	
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	Again, only one household member's record should be open at a time, so use the Work with Another Household Member function to switch between household members, whether in the CGS or the Participant folder.
27. PPT Summary	<no script>
28. PPTSummary1	You can also print a Participant Summary from the Participant Activities menu.
29. PPTSummary2	The participant summary includes most of the same information as the VOC document.
	However, it does not have the income determination date nor the signature lines for the participant and staff providing the information.
	It also includes ALL records from the certification and any records from the participant folder that have a date within the certification period, not just the most recent records like the VOC document.
30. PPTSummary3	A possible use for this document would be to provide historical cert information or referral information to other programs or health care providers. Make sure to follow your agency's procedures and Release of Information requirements.
31. <summary>	Let's take a look at the Participant Summary.
	Click on Participant Activities.
32. <summary1>	Select Print Participant Summary.
33. <summary2>	<no script>
34. <summary3>	The Produce Participant Summary window displays all of the participant's certification periods sorted by Start Date.
	Select the 03/31/2010 cert...
35. <summary3A>	...and press the Enter key or click the OK button.
36. <summary4>	The Participant Summary is immediately sent to the printer.
37. <summary5>	It includes: Demographics information, Certification Start and End Dates, Category and Priority, Height/Weight measurements, Blood Work measurements, risk factors...
38. <summary 6>	food package, nutrition education provided, and benefit information.
39. CertNotice	Print Certification Notice

Session 6: Module 10 - Participant Activities - Part 3	
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40. CertNotice1	The Certification Notice is the same notice that you can print at the end of the Certification Guided Script, which we reviewed in Session 4. It can only be printed when a participant is in a current cert.
	This is one of the documents that will automatically print in Spanish if the participant's Correspondence Preference is Spanish.
41. <certnotice1>	Click on Participant Activities.
42. <certnotice2>	Select Print Certification Notice.
43. <certnotice3>	<no script>
44. <certnotice4>	The Certification Notice is immediately sent to the printer.
45. <certnotice5>	The first page includes: Demographics information, Education and Referrals, income contacts, and ...
46. <certnotice6>	Blood Work, Height/Weight measurements, Certification Start and End Dates, Category, Priority, and risk factors...
	and the non-discrimination statement.
47. <certnotice7>	The second and final page of the Certification Notice contains the participant's rights and responsibilities.
48. Questions	Do you have any questions about what we just reviewed? If so, please submit them via the M-SPIRIT Frequently Asked Questions forum on the Montana WIC website.